



**NASSAU COUNTY LEGISLATURE**  
THEODORE ROOSEVELT EXECUTIVE AND LEGISLATIVE OFFICE BUILDING  
1550 FRANKLIN AVENUE, MINEOLA, NEW YORK 11501

**\*Nassau County Legislature - Constituent Services Internship\***

**Position:** Constituent Services Internship, Nassau County Legislature, Office of Legislator Joshua A. Lafazan.

**Job Type:** Part-Time, 2-3 Days a Week According to Candidate Availability and Preference.

\*Weekday availability\*

**Location:** Theodore Roosevelt Executive and Legislative Building  
1550 Franklin Avenue, Mineola, NY 11501

\*Remote work available

**Overview:**

The Office of Legislator Joshua A. Lafazan is searching for dedicated, creative and driven individuals to help respond to the issues and inquiries of the 72,000 residents we serve. We are looking for organized and diligent interns who hope to gain experience within government. Knowledge of politics is not a prerequisite; we are looking for candidates who are open to learning to new skills and will lend their efforts towards making the 18th District a better place.



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**Responsibilities:**

Interns will be directly assisting the Director of Constituent Services in responding to public inquiries, tips, and complaints. Interns will help answer constituent questions and direct the public to the proper county department or external resource. Interns will act as a liaison between the Office of the Legislator and other offices of elected officials and government agencies. Interns will be trained on day to day operations of constituent casework: from first point of constituent contact, until the inquiry or issue is resolved. Interns will have the opportunity to help research potential bills and work on grants for projects in the county.

**Requirements:**

Open to daily communication with constituents and government agencies, familiarity with Microsoft and Google applications, and a passion to learn and grow within this role!

**To be considered for an internship please include:**

- Resume
- Cover Letter
- Days/Hours Available

**Please email resume, cover letter and availability to Julia Zirillo, Director of Constituent Services at [JZirillo@NassauCountyNY.Gov](mailto:JZirillo@NassauCountyNY.Gov)**

For more information, please email Julia Zirillo, Director of Constituent Services, at [JZirillo@NassauCountyNY.Gov](mailto:JZirillo@NassauCountyNY.Gov) or call (516) 296-8975.